

OpenERP Warehouse User's Manual

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OpenERP Warehouse User's Manual



Goal

Guide the management of the information related to warehouses using the Enterprise Resource Planning tool available for the company (OpenERP), to create accurate and correct product movements and to keep the stock quantities reliable.

Scope

This document will help the user from its First Steps, access to the ERP platform, Manage two major types of stock moves: Incoming Shipment and Delivery Order (For Return goods only), Exceptional operations for Receipt and QC , Packaging and labeling, and ending with the packs traceability option and using different views on OpenERP.

About OpenERP

OpenERP is an amazing software system that is easy to use and provides great benefits to help you organize your daily work.

Users no need to install special software (a web browser is enough), and offers unrivaled functionality, all you require is a device with internet access.

Accessing to OpenERP

To access OpenERP you must enter the following address in your web browser:
<http://erp.nexxogroup.com/>

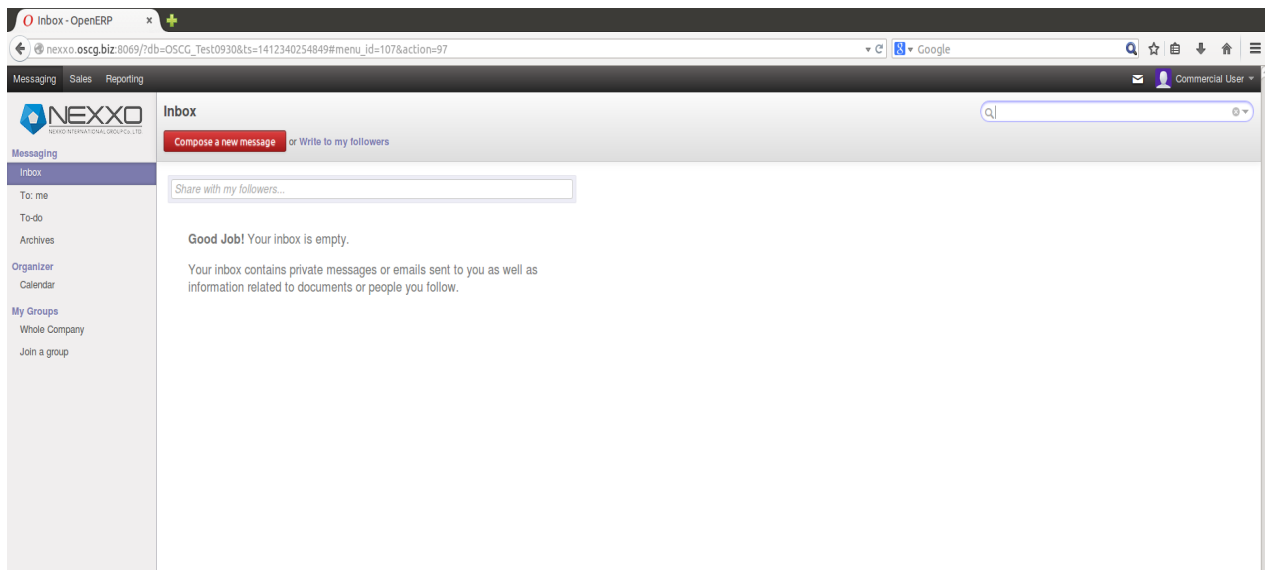
Enter the username and password that were supplied by the system administrator

Ensure to select the right database on the top corner of the screen.

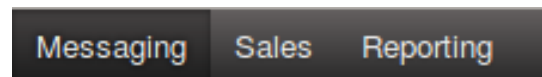


Working in OpenERP

We will explain the different components of the work area in OpenERP:



Main Menu: It Indicates the modules which your user can access, in this case the user can access to sales functionalities, messaging, and sales reports modules.

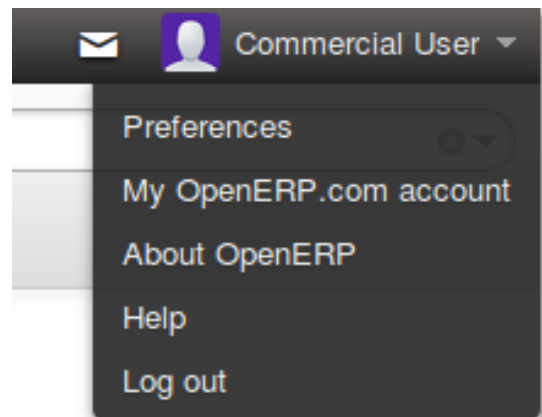


User Menu: The menu at the top right allows:

Modify **user preferences**, such as name, language, email, signature for outgoing mails, and others.

To check the documentation and **Help**

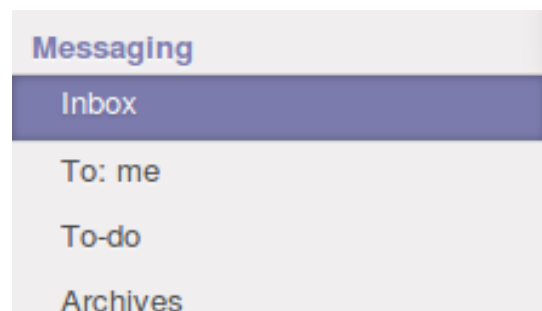
Log off to exit of the system.



Compose a new message: This is a quick access icon that is always available while you work, will allow you to send an email at any time.

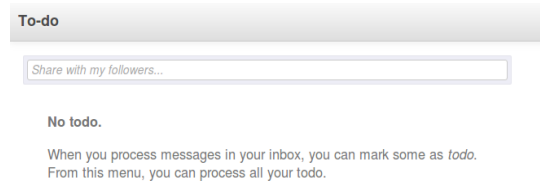


Vertical Menu: contains the options related to the main menu that is active.



Search Bar: this tool allows searches related to the area where you are working, it has different filter options.

Workspace: It is the larger space on the screen and this is where the documents information is displayed while working in OpenERP.



Warehouse's Example: From goods reception to goods storage

Here we will show you a complete warehouse flow, from goods reception to Quality check, packing and labeling, to goods storage in a step-by-step scenario, some cases we also will add explanations to exceptionals situations.

First you will get an explanation about the use case (what Xiao Ming or one of his colleagues is supposed to do). Then the Notes beside the pictures will let you learn how Xiao Ming (or a colleague of his) enters the information in OpenERP. For the simplicity of the use case we will do all of the steps under the Warehouse Manager user.

Use case

Our company was exhibiting at the “House & Design” Fair in Paris and Paulo, a salesman of our company made some business. Paulo has requested to the purchases department to help him buying some products, Jerry is the purchases guy who is following those order, he went to the factory and he made the DPI (During Production Inspection), So now the goods are ready to arrive to Guangzhou warehouse and Xiao Ming must arrange everything to send those goods to the customer.

Checking the goods reception schedule

Xiao Ming checks his Dashboard everyday and sees the list of goods to receive today, the schedule was updated by the purchases guys. Xiao Ming coordinates the work between Ling the Reception guy, Nebo the QC inspector and Steven the Packing and Labeling's guy.

Xiao Ming goes to **Warehouse → Receive/Delivery By Orders → Incoming Shipments**, Here lists all the incoming shipments

Reference	Supplier	Back Order ID	Source Document	Creation Date	Scheduled Time	Invoice Control	Stock Journal	Quality Check	Good Receipt	Status
R00012	ABC Laminado Floor Factory		PO00010 SC0015	10/13/2014	11/10/2014	Not Applicable				Ready to Receive
R00015	ABC Laminado Floor Factory		PO00010 SC0020	10/13/2014	10/30/2014	Not Applicable				Ready to Receive
R00017	FABRICA DE BATERIAS		PO00010 SC0020	10/13/2014	10/30/2014	Not Applicable				Ready to Receive
R00018	FABRICA DE BATERIAS		PO00011	10/13/2014	10/30/2014	Not Applicable				Ready to Receive
R00019	FABRICA DE BATERIAS		PO00014 SC0021	10/13/2014	10/30/2014	Not Applicable				Ready to Receive
R00024	FABRICA DE BATERIAS		PO00012 SC0019	10/13/2014	10/30/2014	Not Applicable				Ready to Receive

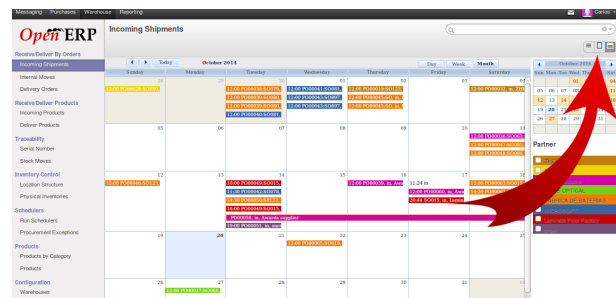
He can use the filters bar to arrange and search by different options: Schedule Time, PO, SO, supplier, creation date, status and others.

Reference	Supplier	Back Order ID	Source Document	Creation Date	Scheduled Time	Invoice Control	Stock Journal	Quality Check	Good Receipt	Status
R00012	ABC Laminado Floor Factory		PO00010 SC0015	10/13/2014	11/10/2014	Not Applicable				Ready to Receive
R00015	ABC Laminado Floor Factory		PO00010 SC0020	10/13/2014	10/30/2014	Not Applicable				Ready to Receive
R00017	FABRICA DE BATERIAS		PO00010 SC0020	10/13/2014	10/30/2014	Not Applicable				Ready to Receive
R00018	FABRICA DE BATERIAS		PO00011	10/13/2014	10/30/2014	Not Applicable				Ready to Receive
R00019	FABRICA DE BATERIAS		PO00014 SC0021	10/13/2014	10/30/2014	Not Applicable				Ready to Receive
R00024	FABRICA DE BATERIAS		PO00012 SC0019	10/13/2014	10/30/2014	Not Applicable				Ready to Receive

When an Incoming Shipment is red in color, it means that it has passed the expected reception date, and the goods still has not arrived.

Incoming Shipments					
Create or Import					
<input type="checkbox"/> Reference	Supplier	Back Order of	Source Document	Creation Date	Scheduled Time
<input type="checkbox"/> IN/00017	FABRICA DE BATERIAS		PO00015:SO003	10/10/2014 12:00:00	10/18/2014 12:00:00

He also can change to “calendar view” clicking on the view option at right hand of the screen.



Receiving goods

Jerry, the purchaser guy was in the warehouse when the supplier's truck came with the goods, then after he made the first review and agreed with the goods received then Ling, the warehouse reception guy, downloads it and he compares the received count against supplier's packing list and Purchase Order.

Ling goes to **Warehouse** → **Receive/Deliver By Orders** → **Incoming Shipments** and makes double click to open the concerned document.

Incoming Shipments										
<input type="checkbox"/> Reference	Supplier	Back Order of	Source Document	Creation Date	Scheduled Time	Invoice Control	Stock Journal	Quality Check	Good Receipt	Status
<input type="checkbox"/> IN/00017	FABRICA DE BATERIAS		PO00015:SO003	10/10/2014 12:00:00	10/18/2014 12:00:00	Not Applicable				Ready to Receive
<input type="checkbox"/> IN/00018	FABRICA DE BATERIAS		PO00016:SO004	10/10/2014 12:00:00	10/18/2014 12:00:00	Not Applicable				Ready to Receive
<input type="checkbox"/> IN/00019	FABRICA DE BATERIAS		PO00017:SO005	10/10/2014 12:00:00	10/18/2014 12:00:00	Not Applicable				Ready to Receive
<input type="checkbox"/> IN/00020	FABRICA DE BATERIAS		PO00018:SO006	10/10/2014 12:00:00	10/18/2014 12:00:00	Not Applicable				Ready to Receive
<input type="checkbox"/> IN/00021	FABRICA DE BATERIAS		PO00019:SO007	10/10/2014 12:00:00	10/18/2014 12:00:00	Not Applicable				Ready to Receive

Arrived goods quantities are equal to PO quantities

When Ling counts the goods and all the physical goods are the same than the product lines, it means that the arrived goods are the same quantity than the Ordered goods, then he just need click on the “**Receive**” button.

Incoming Sh... / IN/00088

[Edit](#) [Create](#) [Print](#) [More](#)

[Receive](#) [Cancel Transfer](#) [Draft](#) [Post](#)

IN/00088

Supplier: Laminare Floor Factory

Good Receipt: [Received](#) [Set to Not Received](#)

Purchase Order: PO00007

Creation Date: 10/21/2014 10:00:00

Scheduled Time: 10/22/2014 12:00:00

Source Document: PO00007:SO015

Quality Check: [Check](#) [Set to Not Checked](#)

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
(TC-A002) / Laminare Floor		20000.00	Units		Physical Locations / Guang Zhou Warehouse / Stock	0.00	0.00	0.00	0.00	0.00	Modify Available Create Pack

Ling posts a message to inform that the goods quantity arrived successful

To: Followers of this document

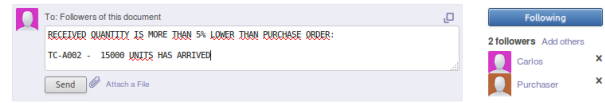
RECEIVED QUANTITY AND PURCHASE ORDER QUANTITY IS THE SAME

[Send](#) [Attach a File](#)

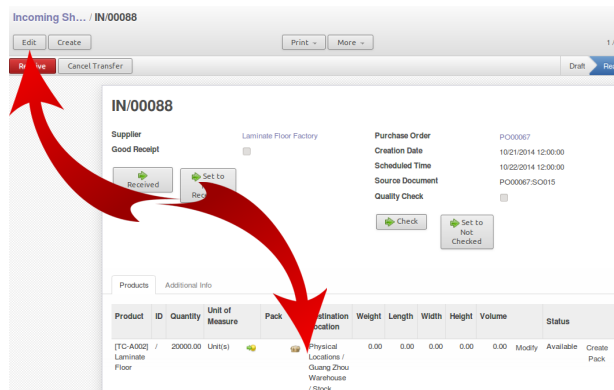
Exceptional receipt operation: Differences between received quantities and PO greater than 5%

Ling sends a message to the purchaser and waits for confirmation.

He has to indicate that a higher quantity difference exist and the real received quantity for these specific Items.

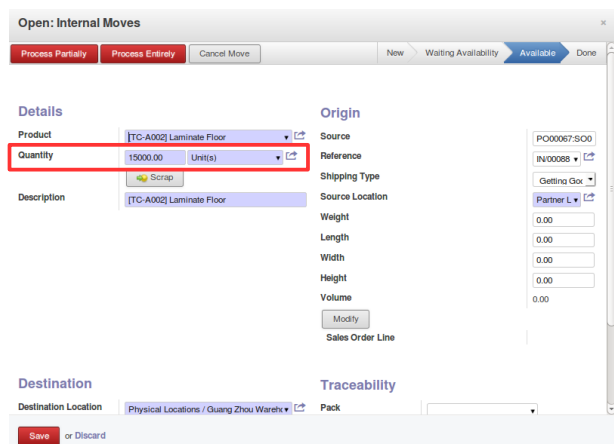


When Ling gets the confirmation to receive with quantities differences, then he clicks on the “Edit” button to make changes and later clicks the specific product line which has quantity differences.

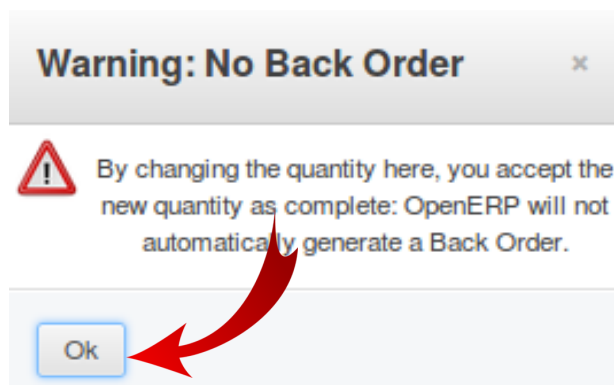


A pop-up screen appear when he clicks on the product line.

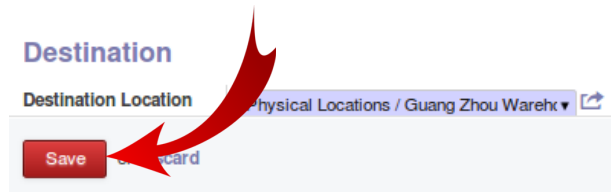
Ling changes the product received quantity on the “Details” area.



When Ling changes the quantity a warning alarm appear, then he clicked on “Ok” button to agree.



Now Ling can confirm the changes on the product line clicking on “**Save**” button.



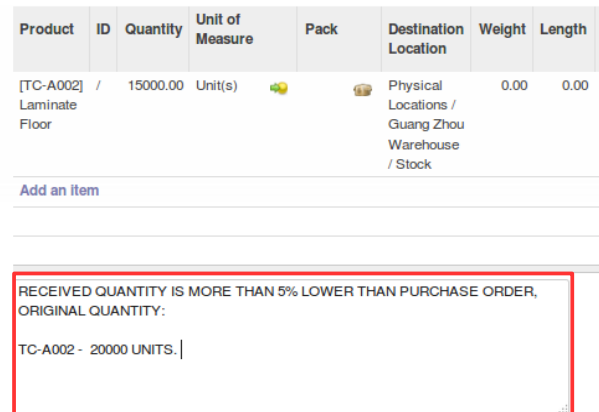
Destination

Destination Location Physical Locations / Guang Zhou Warehouse

Save or Discard

On the left down corner of the Incoming shipment, Ling adds a comment Directly on the document.

He indicates the **original ordered quantity** as an Internal note for the document.



Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length
[TC-A002] / Laminate Floor		15000.00	Unit(s)		Physical Locations / Guang Zhou Warehouse / Stock	0.00	0.00

Add an item

RECEIVED QUANTITY IS MORE THAN 5% LOWER THAN PURCHASE ORDER, ORIGINAL QUANTITY:
TC-A002 - 20000 UNITS.

Ling clicks on the “**Received**” button. It just means that he is confirming that those quantities arrived to the warehouse



IN/00088

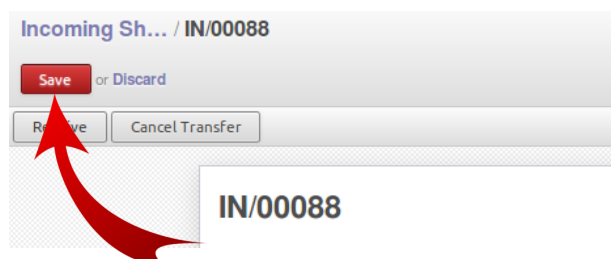
Supplier Laminare Floor Factory

Good Receipt ☒

Received Set to Not Received

Purchase Order
Creation Date
Scheduled Time
Source Document
Quality Check
Check

Now he can save the changes on the incoming shipment clicking on the “**Save**” button.



Incoming Sh... / IN/00088

Save or Discard

Receive Cancel Transfer

IN/00088

Finally Ling Prints the receipt document clicking on the “**Print**” button at the middle of the screen to be signed by the transporter (Truck driver).



Incoming Sh... / IN/00088

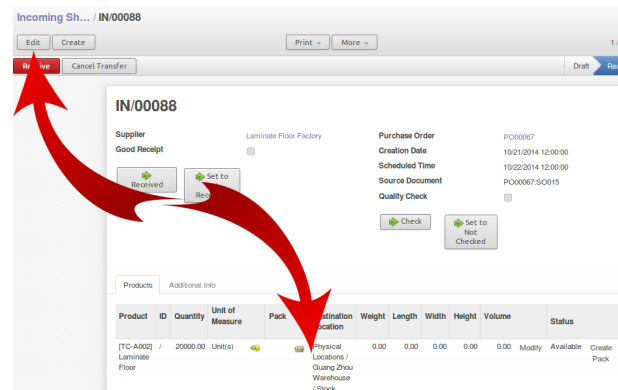
Edit Create Print More

Receive Cancel Transfer

IN/00088

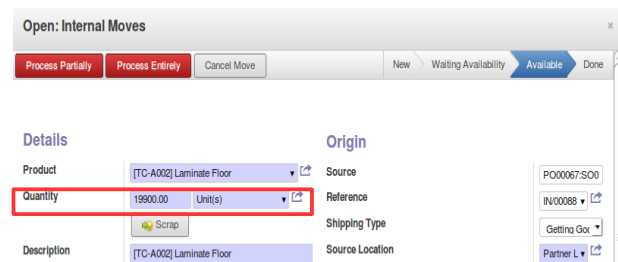
Exceptional receipt operation: Differences between received quantities and PO lower than 5%

On this case Ling don't need the **confirmation** to receive with quantities differences, then he clicks on the “**Edit**” button to make changes and later clicks the specific product line which has quantity differences.

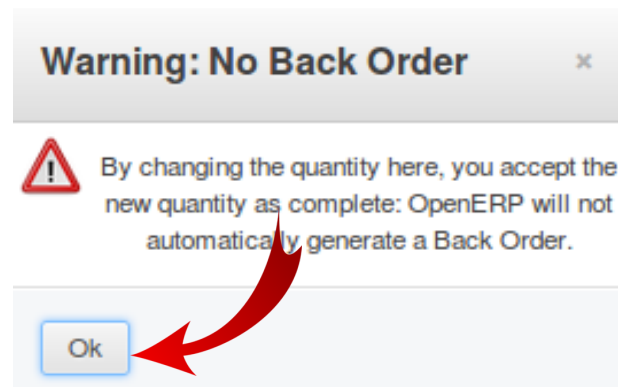


A pop-up screen appear when he clicks on the product line.

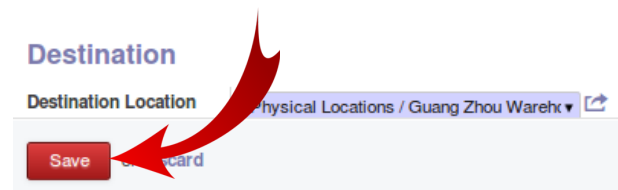
Ling changes the product received quantity on the “**Details**” area.



When Ling changes the quantity a warning alarm appear, then he clicked on “**Ok**” button to agree.

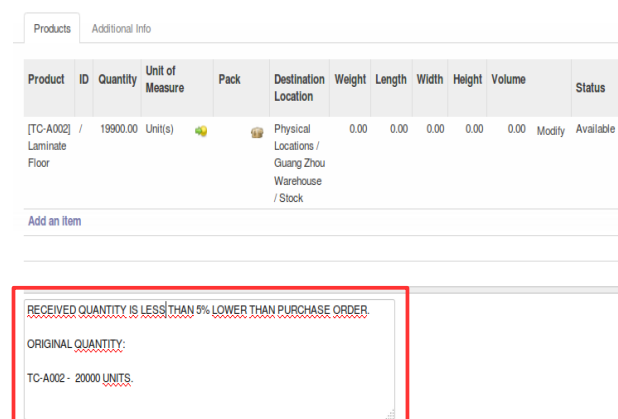


Now Ling can confirm the changes on the product line clicking on “**Save**” button.



On the left down corner of the Incoming shipment, Ling adds a comment Directly on the document.

He indicates the **original ordered quantity** as an Internal note for the document.



Ling clicks on the “**Received**” button, it just means that he is confirming that those quantities arrived to the warehouse

IN/00088

Supplier: Laminare Floor Factory

Good Receipt: ☒

Received **Set to Not Received**

Purchase Order:

Creation Date:

Scheduled Time:

Source Document:

Quality Check:

Check

Now he can save the changes on the incoming shipment clicking on the “**Save**” button.

Incoming Sh... / IN/00088

Save or **Discard**

Receive **Cancel Transfer**

IN/00088

Ling Prints the receipt document clicking on the “**Print**” button at the middle of the screen to be signed by the transporter (Truck driver).

Incoming Sh... / IN/00088

Edit **Create** **Print** **More**

Receive **Cancel Transfer**

IN/00088

Ling sends a message to the purchaser to **inform** that the goods arrive with less than 5% differences. He can list the items with quantity differences.

To: Followers of this document

GOODS ARRIVED WITH DIFFERENT QUANTITY BUT LESS THAN 5%

TC-A002 - 19900 UNITS.

Send **Attach a File**

Warehouse Tasks assignment

Xiao Ming, the warehouse manager, checks his Dashboard everyday and he sees the list of arrived goods ready for Quality Control, the dashboard was updated automatically when the reception guy accepts the goods then Xiao Ming easily can coordinate the work with Nebo the QC Inspector.

Xiao Ming goes to **Reports → My Dashboard**. He chooses the “**Goods Ready for QC**” panel and clicks on the respective Incoming Shipment.

NEXXO

Dashboard

My Dashboard

Customer Statements

Purchases

Warehouse

Purchase Analysis

Warehouse

Receptions Analysis

Last Product Inventories

Moves Analysis

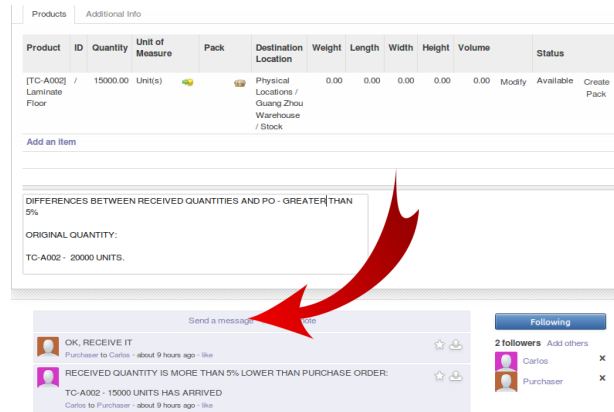
Inventory Analysis

Receipt Schedule

Goods Ready for QC

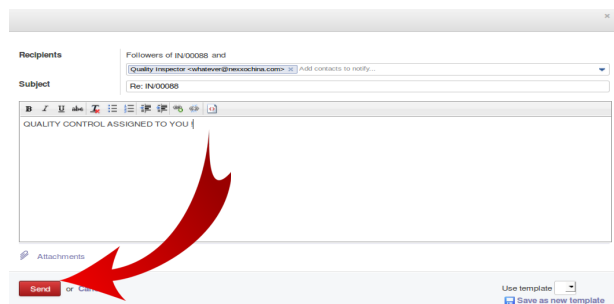
Reference	Supplier	Back Order of	Source Document	Creation Date	Scheduled Time	Quality Check	Good Receipt	Status
IN00092	Awards supplier		PO00070:SC0020	10/21/2014 12:00:00	11/05/2014 12:00:00	<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive
IN00091	JALIE OPTICAL		PO00069:SC0014	10/21/2014 12:00:00	11/01/2014 12:00:00	<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive
IN00090	FABRICA DE BATERIAS		PO00068:SC0016	10/21/2014 12:00:00	10/21/2014 12:00:00	<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive
IN00089	Laminare Floor Factory		PO00067:SC0015	10/21/2014 12:00:00	10/23/2014 12:00:00	<input type="checkbox"/>	<input type="checkbox"/>	Cancelled
IN00088	Laminare Floor Factory		PO00067:SC0015	10/21/2014 12:00:00	12/00/00	<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive

To assign an Incoming Shipment to Nebo, Xiao Ming clicks on **“Send a message”** button under the document and later on the rectangle Icon, then a pop-up screen appear.

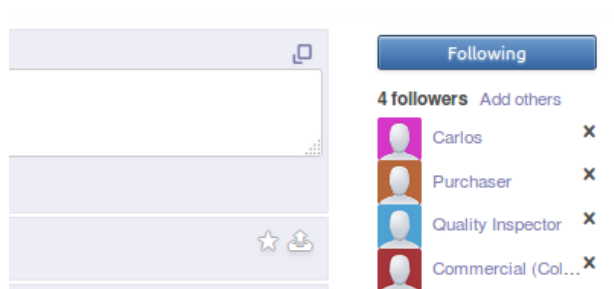


Xiao Ming fills the QC Inspector's email and up the message.

He clicks on **“Send”** button to notify to the QC Inspector and add him as a follower of the document.



At this point the document has no less than four followers: 1. Salesman, 2. Purchaser, 3. warehouse manager and 4. QC Inspector.



Quality Control performed

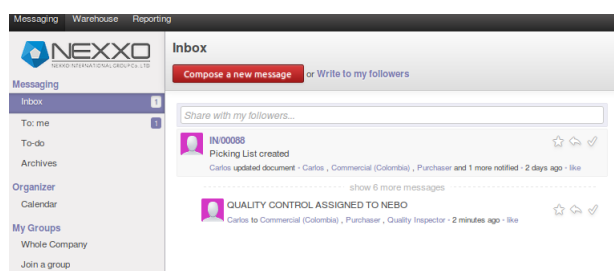
Nebo receives the quality control assignment. He can view and download the related documents if he need it (Technical Sheet, multiform, criteria for product rejection).

Nebo takes the randomly set of samples for QC according with AQL instructives and runs the checking, Nebo builds the QC Report Form and uploads it to the Incoming shipment, at the end he inputs the final received quantity on the ERP system.

Receiving QC Assignment

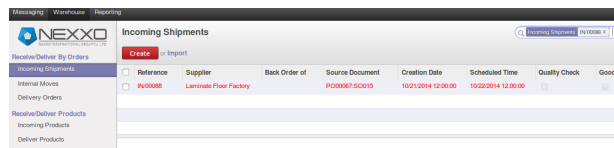
Nebo goes to **Messaging → Inbox**

He received the QC assignment as a message and **“Mark as ToDo”** clicking on the star Icon.

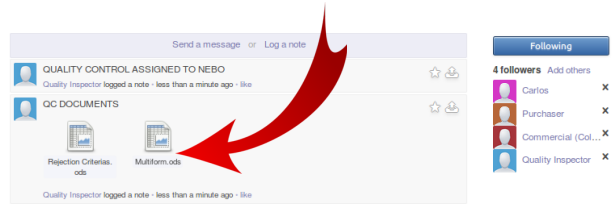


Nebo goes to Warehouse → Receive/Delivery By Orders → Incoming Shipments

He opens the related Incoming shipment by double click



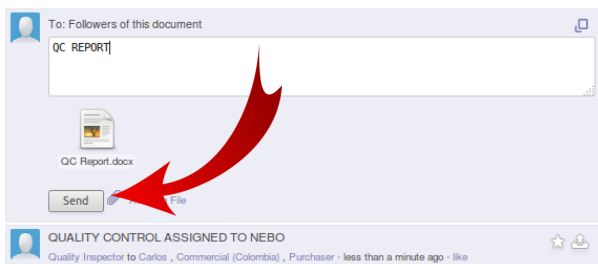
Nebo has the printed QC documents, anyway he can download them anytime by clicking on the attachment icon.



Uploading Quality Control report form

Once Nebo has completed the quality check, he shares the report. under the Incoming Shipment Nebo composes a Message and adds the QC Report like an attachment.

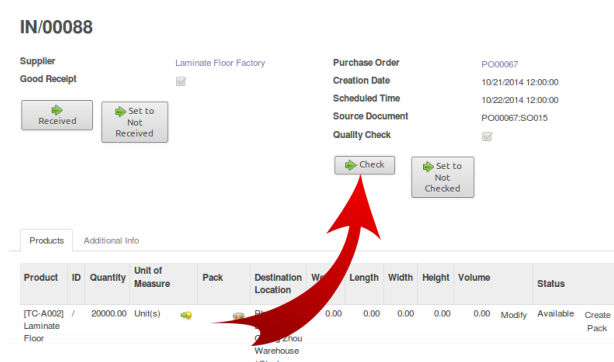
Nebo clicks on the **"Send"** button when the file has uploaded.



Updating Incoming Shipment status

After share the QC Report, Nebo has to update the Quality Check status of the Incoming shipment, like this the Incoming Shipment will not appear on the warehouse manager dashboard anymore.

From the Incoming Shipment Nebo clicks on the **"Check"** button, it just mean the goods has been reviewed.



At this point **there are three possible options**, the first one is that all the goods pass the QC check, the second one is that just part of the goods pass the QC check and the third one is that the goods don't pass the QC.

Receive the goods on the system - All the goods pass the QC

After QC and updated the Incoming Shipment status, Nebo is available to receive the goods on the warehouse inventory.

He clicks on the **"Receive"** button at the left-hand and then a pop-up screen appear.

Warehouse → Receive/Delivery By Orders → Incoming Shipments

The screenshot shows the 'Incoming Shipment' form for 'IN/00088'. At the top left, there are buttons for 'Edit', 'Create', 'Print', and 'More'. Below these are 'Receive' and 'Cancel Transfer' buttons. A red arrow points to the 'Receive' button. The main area displays 'Supplier: Laminate Floor Factory' and 'Good Receipt'. There are two buttons: 'Received' (with a green plus icon) and 'Set to Not Received' (with a green minus icon). On the right, there are fields for 'Purchase Order', 'Creation Date', 'Scheduled Time', 'Source Document', and 'Quality Check'. Below these are 'Check' and 'Set to Not Checked' buttons. At the bottom, there are tabs for 'Products' and 'Additional Info'.

Because all the goods pass the QC, Nebo just has to click on **"Receive"** button on this screen.

The screenshot shows the 'Receive Products' pop-up screen. It has a table with columns 'Product', 'Quantity', and 'Unit of Measure'. The table contains one row: 'TC-A002 Laminate Floor' with a quantity of '20000.00' and unit of measure 'Unit(s)'. Below the table is an 'Add an Item' button. At the bottom left, there is a 'Receive' button. A red arrow points to the 'Receive' button.

Exceptional QC Operation: Only part of the goods passed the QC

On this case Nebo clicks on the **"Receive"** button at the left-hand of the Incoming Shipment and then a pop-up screen will appear.

Warehouse → Receive/Delivery By Orders → Incoming Shipments

This screenshot is identical to the one above, showing the 'Incoming Shipment' form for 'IN/00088' with a red arrow pointing to the 'Receive' button.

Nebo edits the **"Quantity"** field, he input the quantity that pass the quality check and then he clicks on **"Receive"** button.

The screenshot shows the 'Receive Products' pop-up screen. The table has the same product 'TC-A002 Laminate Floor', but the quantity is now '19800.00'. A red box highlights the 'Quantity' field. A red arrow points to the 'Receive' button at the bottom left.

A new incoming shipment will be generated automatically as a Back Order of the original one to indicate which product has been rejected.

Here the QC inspector can ask to the purchaser before to set the goods as "To Return", sometimes the supplier can change the defective goods then the Incoming shipment is reusable, but for the use case Nebo will Return the defective goods to the supplier.

He clicks on "Received" and "Check" buttons

Nebo clicks on the "Receive" button and accept the total quantity of this Incoming Shipment

Nebo clicks on the "Return Products" button and then a pop-up screen will appear.

Nebo confirms that the quantity to return is right and chooses the "To be refunded/invoiced" option.

After that, he clicks on "Return" button. OpenERP will automatically generate a Delivery Order for those goods, please view "Return Goods to Supplier" for details.

Incoming Sh... / IN/00096

Supplier: Laminate Floor Factory

Back Order of Good Receipt: IN/00088

Purchase Order: PO00067

Creation Date: 10/21/2014 12:00:00

Scheduled Time: 10/22/2014 12:00:00

Source Document: PO00067-SO015

Quality Check: [Set to Not Checked]

Buttons: Received, Set to Not Received, Check, Set to Not Checked

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
(TC-A002) / Laminate Floor		200.00	Units		Physical Locations / Guang Zhou Warehouse / Stock	0.00	0.00	0.00	0.00	0.00	Modify Available Create Pack

Incoming Sh... / IN/00096

Supplier: Laminate Floor Factory

Back Order of Invoice Control: IN/00088

Not Applicable

Purchase Order: PO00067

Creation Date: 10/21/2014 12:00:00

Scheduled Time: 10/22/2014 12:00:00

Source Document: PO00067-SO015

Quality Check: [Set to Not Checked]

Buttons: Received, Set to Not Received, Check, Set to Not Checked

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
(TC-A002) / Laminate Floor		200.00	Units		Physical Locations / Guang Zhou Warehouse / Stock	0.00	0.00	0.00	0.00	0.00	Modify Done Create Pack

Incoming Sh... / IN/00096

Supplier: Laminate Floor Factory

Back Order of Good Receipt: IN/00088

Purchase Order: PO00067

Creation Date: 10/21/2014 12:00:00

Scheduled Time: 10/22/2014 12:00:00

Source Document: PO00067-SO015

Quality Check: [Set to Not Checked]

Buttons: Received, Set to Not Received, Check, Set to Not Checked

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
(TC-A002) / Laminate Floor		200.00	Units		Physical Locations / Guang Zhou Warehouse / Stock	0.00	0.00	0.00	0.00	0.00	Modify Available Create Pack

Incoming Sh... / IN/00096

Supplier: Laminate Floor Factory

Back Order of Invoice Control: IN/00088

Not Applicable

Purchase Order: PO00067

Creation Date: 10/21/2014 12:00:00

Scheduled Time: 10/22/2014 12:00:00

Source Document: PO00067-SO015

Quality Check: [Set to Not Checked]

Buttons: Received, Set to Not Received, Check, Set to Not Checked

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
(TC-A002) / Laminate Floor		200.00	Units		Physical Locations / Guang Zhou Warehouse / Stock	0.00	0.00	0.00	0.00	0.00	Modify Available Create Pack

Return Shipment

Provide the quantity to return for the selected products.

Product	Serial Number	Quantity
(TC-A002) Laminate Floor		2000.00

Buttons: Return, Cancel

Return: To be refunded/invoiced

Exceptional QC Operation: All the goods has to be Rejected

Warehouse → Receive/Delivery By Orders → Incoming Shipments

After QC, Nebo updates the Incoming Shipment status, Nebo clicks the “Check” button.

later he clicks on the “Receive” button at the left-hand then a pop-up screen appear.

The screenshot shows the 'Incoming Shipment' form for IN/00088. At the top left, there are buttons for 'Edit', 'Create', 'Print', and 'More'. Below these are 'Receive' and 'Cancel Transfer' buttons. A red arrow points from the 'Receive' button to a 'Receive Products' pop-up window. Another red arrow points from the 'Check' button to a 'Set to Not Checked' button. The form includes fields for 'Supplier', 'Good Receipt', 'Purchase Order', 'Creation Date', 'Scheduled Time', 'Source Document', and 'Quality Check'. There are also 'Received' and 'Set to Not Received' buttons.

Nebo receives on the system the complete quantity of the Items before to send them back.

Nebo don't need to change any quantity on this form, he just clicks on the “Receive” button.

The 'Receive Products' pop-up window shows a table with columns 'Product', 'Quantity', and 'Unit of Measure'. The first row is 'TC-A002 Laminate Floor' with a quantity of '20000.00' and unit 'Unit(s)'. Below the table is an 'Add an Item' button. At the bottom left is a 'Receive' button, which is highlighted by a red arrow.

Immediately Nebo clicks on the "Return Products" button and then a pop-up screen will appear.

The screenshot shows the 'Incoming Shipment' form for IN/00088. A red arrow points to the 'Return Products' button at the top left. The form includes fields for 'Supplier', 'Good Receipt', 'Purchase Order', 'Creation Date', 'Scheduled Time', 'Source Document', and 'Quality Check'. There are also 'Received' and 'Set to Not Received' buttons.

Nebo confirms that the quantity to return is right and chooses the “To be refunded/Invoice” option.

After that, he clicks on “Return” button. OpenERP will automatically generate a Delivery Order for those goods, please view next point for details.

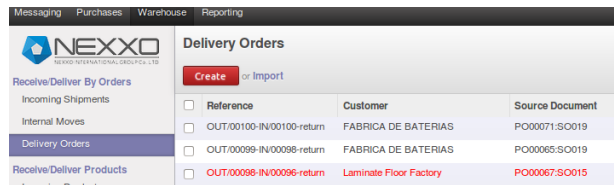
The 'Return Shipment' pop-up window shows a table with columns 'Product', 'Serial Number', and 'Quantity'. The first row is 'TC-A002 Laminate Floor' with a quantity of '20000.00'. Below the table is an 'Add an Item' button. At the bottom left is a 'Return' button. A red arrow points to the 'Return' button. The 'Invoice' dropdown menu is open, showing the option 'To be refunded/Invoice' which is highlighted with a red box.

Returning goods to Supplier

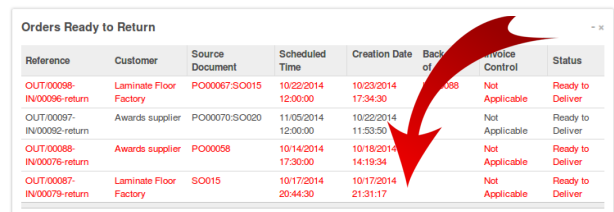
Anytime Ling, the responsible of receipt and storage, can check return delivery orders by clicking **Warehouse → Receive/Deliver By Order → Delivery Orders**

Like a shortcut Ling also has a Dashboard where he can consult that information already filtered (only Return Orders).

He goes to **Reporting → My Dashboards → Orders Ready to Return**



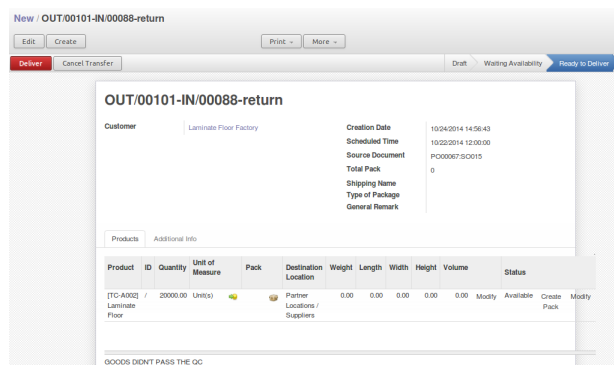
Reference	Customer	Source Document
<input type="checkbox"/> OUT/00100-IN/00100-return	FABRICA DE BATERIAS	PO00071:SO019
<input type="checkbox"/> OUT/00099-IN/00099-return	FABRICA DE BATERIAS	PO00065:SO019
<input type="checkbox"/> OUT/00098-IN/00098-return	Laminate Floor Factory	PO00067:SO015



Reference	Customer	Source Document	Scheduled Time	Creation Date	Back of	Invoice Control	Status
OUT/00098-IN/00098-return	Laminate Floor Factory	PO00067:SO015	10/22/2014 12:00:00	10/23/2014 17:34:30	OUT/00098	Not Applicable	Ready to Deliver
OUT/00097-IN/00092-return	Awards supplier	PO00070:SO020	11/05/2014 12:00:00	10/22/2014 11:53:50		Not Applicable	Ready to Deliver
OUT/00089-IN/00076-return	Awards supplier	PO00058	10/14/2014 17:30:00	10/18/2014 14:19:34		Not Applicable	Ready to Deliver
OUT/00087-IN/00079-return	Laminate Floor Factory	SO015	10/17/2014 20:44:30	10/17/2014 21:31:17		Not Applicable	Ready to Deliver

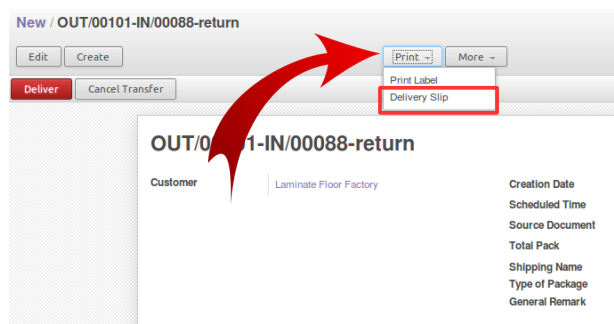
Ling chooses the document for the goods he will send back and opens it by click on the line.

The **Delivery Order** appear and he can add comments, add internal notes and followers, same as to the rest of the documents on the system.



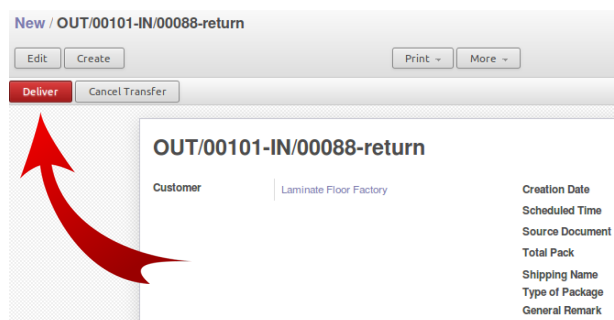
Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
ITC-AB02 Laminate Floor		20000.00	Units		Partner Locations / Suppliers	0.00	0.00	0.00	0.00	0.00	Modify Available Create Pack Modify

Before sending, Ling arranges the documents for the cargo. He clicks on **"Print"** button and later clicks on **"Delivery Slip"** option to get the packing list of those goods.



Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
ITC-AB02 Laminate Floor		20000.00	Units		Partner Locations / Suppliers	0.00	0.00	0.00	0.00	0.00	Modify Available Create Pack Modify

At the delivery moment He clicks on the **"Deliver"** button and then a pop-up screen will appear.



Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
ITC-AB02 Laminate Floor		20000.00	Units		Partner Locations / Suppliers	0.00	0.00	0.00	0.00	0.00	Modify Available Create Pack Modify

Ling ensures that the return quantity is right and then He clicks on "Deliver" button.

Important:

The accounting implications of the return movements are functions of the Purchase and accounting departments but anyway Ling have to keep in contact with them every time to give them information and to receive and apply their instructions.

Packaging and labeling procedures

Updating Product Status before packing

Ling, the responsible of Receive and storage the goods, has been notified about the goods QC successful, then he can start to update the product status and arrange the goods for shipping out.

When a Delivery Order is red in color, it means that it has passed the scheduled delivery date, and the goods still has not been shipped out.

Reference	Customer	Source Document	Scheduled Time	Creation Date	Back Order of
OUT/00102	ANDERSON LUNA	SO085	10/25/2014 12:00:00	10/25/2014 12:00:00	
OUT/00097-IN/00092-return	Awards supplier	PO00070-SO020	11/05/2014 12:00:00	10/22/2014 11:53:50	
OUT/00095	ANAGA GONZALES		10/20/2014 14:01:55	10/20/2014 14:01:49	OUT/00094
OUT/00092	ANDERSON LUNA	SO084	10/18/2014 16:18:59	10/18/2014 16:18:08	
OUT/00088-IN/00076-return	Awards supplier	PO00058	10/14/2014 17:30:00	10/18/2014 14:19:34	
OUT/00077	hanson		08/12/2014 12:00:00	08/05/2014 12:00:00	
OUT/00074	P&G		09/30/2014 12:00:00	09/30/2014 12:00:00	
OUT/00048	hanson	SO046	09/23/2014 12:00:00	09/23/2014 12:00:00	
OUT/00047	Steven Test	SO056	09/24/2014 12:00:00	09/24/2014 12:00:00	

Ling opens the concerned Delivery Order. He goes to **Warehouse → Receive/deliver by order → Delivery Orders** and chooses the related one.

Here he can filter by Sales Order number to find the right one.

If many products here and it is only one purchase order, then Ling could update the status to all the product lines at the same time.

He clicks on the **"Force Availability"** button.

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
TC-A002 Laminate Floor	/	20000.00	Unit(s)		Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	Waiting Availability

Other case, to change the products status item by item, Ling clicks on the product line then a pop-up appear.

OUT/00104

Customer: Constructora Bolivar

Creation Date: 19/25/2014 12:00:00
 Scheduled Time: 19/25/2014 12:00:00
 Carrier: SO087
 Carrier Tracking Ref: 0
 Number of Packages: 0
 Source Document: 0
 Total Pack: 0
 Shipping Name: BOLIVAR
 Type of Package: General Remark

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
[TC-A002] / Laminate Floor	2000.00	Unit(s)		Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	0.00	Waiting Availability

Ling clicks on “Set Available” button and closes the pop-up window.

Open: Internal Moves

Process Entirely Set Available Cancel Move New Waiting Availability Available Done

Details

Product: [TC-A002] Laminate Floor
 Quantity: 2000.00 Unit(s)
 Description: [TC-A002] Laminate Floor
 Weight: 0.00 kg

Origin

Source: SO087
 Reference: OUT/00104
 Shipping Type: Sending Goods
 Source Location: Physical Locations / Guang Zhou Warehouse / Stock

Exceptional Case: The QC approved quantity is different than Sold quantity.

If any Incoming shipment exception or a QC exception happen, Ling has to update the Delivery order quantity manually.

He goes to **Warehouse → Receive/deliver by order → Delivery Orders**, He opens the Delivery Order and clicks on “Edit” button

Delivery Ord... / OUT/00104

Edit Create Print

Check Availability Force Availability Print Delivery Order Cancel Transfer

OUT/00104

Customer: Constructora Bolivar

To change the products quantity, Ling clicks on the product line then a pop-up appear.

OUT/00104

Customer: Constructora Bolivar

Creation Date: 19/25/2014 12:00:00
 Scheduled Time: 19/25/2014 12:00:00
 Carrier: SO087
 Carrier Tracking Ref: 0
 Number of Packages: 0
 Source Document: 0
 Total Pack: 0
 Shipping Name: BOLIVAR
 Type of Package: General Remark

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
[TC-A002] / Laminate Floor	2000.00	Unit(s)		Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	0.00	Waiting Availability

He change the Quantity field content and clicks on “Save” button.

Sometimes when the entered quantity is lower than sold quantity an warning appear.
He clicks on “Ok” button to go ahead.

Finally Ling clicks on the “Save” button to keep the changes.

Open: Internal Moves

Process Entirely Set Available Cancel Move New Waiting Availability

Details

Product [TC-A002] Laminate Floor

Quantity 20000.00 Unit(s)

Description [TC-A002] Laminate Floor

Origin

Source

Reference

Shipping Type

Source Location

Warning: No Back Order

By changing the quantity here, you accept the new quantity as complete: OpenERP will not automatically generate a Back Order.

Ok

Destination

Destination Location Partner Locations / Customers

Save

Creating Packages on the ERP

Steven, the responsible for packaging and labeling, has been notified about some goods ready to repack. He receives the goods and the packing instructions from Ling then he starts to package those goods, finally he has to put the labels to those cartons and leave them ready to send out.

Almost All packages have the same quantity and the same sizes

Steven selects the Item line “Available” to pack, then he clicks on the “Create Pack” button to separate the goods into different packages and a pop-up window appear.

OUT/00010

Customer Constructora Bolivar

Invoice Control Not Applicable

Stock Journal Delivery Orders

Creation Date 10/28/2014 12:00:00

Scheduled Time 10/28/2014 12:00:00

Source Document SO007

Total Pack 0

Shipping Name BOLIVAR

Type of Package Carton

General Remark

Total Volume(CBM) 0.00

Total Weight 0.00

Products

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status	Mod
[TC-001] Laminated Floor	1	20000.00	Unit(s)		Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	Available	Create Pack

Steven enter the whole quantity into the "Quantity by package" field and clicks "OK" button.

Create New Pack

Pack by Number of Goods

Clicking on "Modify" button the system will allow him to input the sizes and weight of the most packages.

Pack	Destination Location	Weight	Length	Width	Height	Volume	Status	
00000016	Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	Available	Create Pack Modify

A pop-up screen appear and Steven fills the weight and the sizes of each package.

Stocl Modify

After that, He clicks on "Modify" button.

Weight

Length

Width

Height

Now Steven can create the final packages splitting the goods into them.

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status	
[TC-001] Laminated Floor	00000016	20000.00	Unit(s)	00000016	Partner Locations / Customers	120.00	50.00	50.00	120.00	0.30	Available	Create Pack

Steven clics on "Create Pack" option again.

Now he puts the real quantity by carton, same as the Sales Order (1000 pcs. by carton) and clicks on "OK" button.

Create New Pack

Pack by Number of Goods

On this case, the system creates twenty packages with the same quantity of goods and the same sizes and weight.

Total Pack	20
Shipping Name	BOLIVAR
Type of Package	Carton
General Remark	
Total Volume(CBM)	6.00
Total Weight	2400.00

If the split action generates a remainder, it means creates a carton with less units content, then Steven must change the sizes and weight manually only for this special carton clicking on "Modify" button.

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
[TC-001] Laminated Floor	00000031	1000.00	Unit(s)	00000031	Partner Locations / Customers	120.00	50.00	50.00	120.00	0.30	Available
[TC-001] Laminated Floor	00000032	1000.00	Unit(s)	00000032	Partner Locations / Customers	120.00	50.00	50.00	120.00	0.30	Available
[TC-001] Laminated Floor	00000033	1000.00	Unit(s)	00000033	Partner Locations / Customers	120.00	50.00	50.00	120.00	0.30	Available
[TC-001] Laminated Floor	00000034	1000.00	Unit(s)	00000034	Partner Locations / Customers	120.00	50.00	50.00	120.00	0.30	Available

Exceptional Case: The packages have different sizes and quantities

On this case Steven selects the Item line **"Available"** to pack, then he clicks on the **"Put in a new Pack"** button to separate the goods.



A pop-up screen appear and Steven introduces the quantity that he put into the current package and clicks on **"OK"** button.

OUT/00012

Customer	Constructora Bolivar	Creation Date	10/29/2014 12:00:00
Invoice Control	Not Applicable	Scheduled Time	10/29/2014 12:00:00
Stock Journal	Delivery Orders	Source Document	SO010
		Total Pack	0
		Shipping Name	BOLIVAR
		Type of Package	
		General Remark	
		Total Volume(CBM)	0.00
		Total Weight	0.00

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status	
[TC-001] Laminated Floor	1	20000.00	Unit(s)		Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	Available	Create Pack Mod

Split into

Quantity to Leave in the Current Pack

Quantity

Ok

OpenERP will create two packages, the first one will have the quantity that Steven introduced before, the last one will content the rest for the related reference.

Steven Clicks on the **"Modify"** option for the current pack.

Total Pack	2
Shipping Name	BOLIVAR
Type of Package	
General Remark	
Total Volume(CBM)	0.00
Total Weight	0.00

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status	
[TC-001] Laminated Floor	0000054	1500.00	Unit(s)	00000054	Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	Available	Create Pack Modify
[TC-001] Laminated Floor	0000055	18500.00	Unit(s)	00000055	Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	Available	Create Pack Modify

Stock Modify

Weight
Length
Width
Height

Modify

A pop-up screen appear and Steven can introduce the respective sizes and weight for the pack, then he does that and later clicks on the **"Modify"** button.

Because the packages are different, Steven has to repeat this procedure package by package, then he clicks on the **"Put in a new Pack"** button on the remanent pack to create the next one.

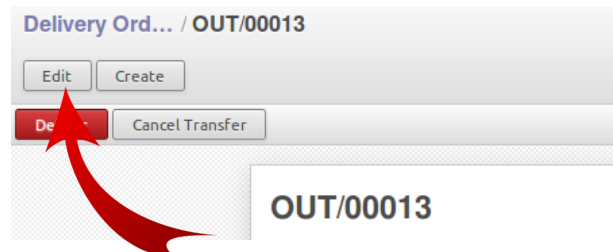
Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
[TC-001] Laminated Floor	0000054	1500.00	Unit(s)	00000054	Partner Locations / Customers	125.00	70.00	70.00	120.00	0.59	Available
[TC-001] Laminated Floor	0000055	18500.00	Unit(s)	00000055	Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	Available

Exceptional Case: The packages contents mixed products inside

To illustrate this exceptional case Steven has a Delivery Order which contains four packages, two of them are bigger and the rest two of them are smaller, Steven must repacked the smaller packs content together on a unique carton.

Steven goes to the respective Delivery Order and clicks on the **"Edit"** button.

Warehouse → Receive/Deliver By Orders
→ Delivery Orders



Steven identifies the smaller packages content on the Delivery Order and He clicks on one of the product lines then a pop-up screen will appear.

OUT/00013

Customer Constructors Boliviar
Invoice Control Not Applicable
Stock Journal Delivery Orders

Create Date 10/29/2014 12:00:00
Scheduled Time 10/29/2014 12:00:00
Source Document SO011
Total Pack 4
Shipping Name EXCEPTIONAL CASE
Type of Package
General Remark
Total Volume(CBM) 0.36
Total Weight 137.50

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status		
Product 2	0000060	50.00	Unit(s)	00000060	Partner Locations / Customers	25.00	30.00	30.00	40.00	0.04	Available	Create Pack	Modify
Product 1	0000058	50.00	Unit(s)	00000058	Partner Locations / Customers	22.50	30.00	30.00	30.00	0.03	Available	Create Pack	Modify
Product 1	0000057	100.00	Unit(s)	00000057	Partner Locations / Customers	45.00	50.00	50.00	60.00	0.15	Available	Create Pack	Modify
Product 2	0000059	100.00	Unit(s)	00000059	Partner Locations / Customers	45.00	50.00	50.00	60.00	0.15	Available	Create Pack	Modify

On the pop-up screen Steven chooses the new package for those goods, here he also can create a new package number if it is necessary, then Steven clicks on **"Save"** button.

Destination

Destination Location Partner Locations Customers

Destination Address Nexxo International Group Co. Ltd.

Scheduled Date 10/29/2014 15:00:00

Purchase Order Line

Traceability

Pack 00000060

New Pack

Save

At the end Steven modifies the sizes and weight for the packages, He clicks on **"Modify"** button.

Products Additional Info

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status		
Product 2	0000060	50.00	Unit(s)	00000060	Partner Locations / Customers	25.00	30.00	30.00	30.00	0.03	Available	Create Pack	Modify
Product 1	0000060	50.00	Unit(s)	00000060	Partner Locations / Customers	25.00	30.00	30.00	30.00	0.03	Available	Create Pack	Modify

He fills the new weight and the sizes of the package and clicks on the **"Modify"** button.

Stocl Modify

Weight 47

Length 60

Width 60

Height 50

Modify

Finally Steven checks that the product 1 and the Product 2 has the same pack number, it means that those products has been packaged together.

Total Pack		3
Shipping Name		EXCEPTIONAL CASE
Type of Package		
General Remark		
Total Volume(CBM)		0.73
Total Weight		184.00

Product ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
Product 2	0000060	50.00 Unit(s)	00000060	Partner Locations / Customers	47.00	60.00	60.00	60.00	0.22	Available
Product 1	0000060	50.00 Unit(s)	00000060	Partner Locations / Customers	47.00	60.00	60.00	60.00	0.22	Available

Labeling

To print the labels for the cartons, Steven clicks on the “**Print**” button at the middle of the screen and chooses “**Print Label**” option.

Sales Orders / SO007 / OUT/00010

Edit Create Print More

Deliver Cancel Transfer Print Label Draft Wait

OUT/00010

Customer: Constructora Bolivar
Invoice Control: Not Applicable
Stock Journal: Delivery Orders

Creation Date: 10/28/2014 12:00:00
Scheduled Time: 10/28/2014 12:00:00
Source Document: SO007
Total Pack: 20
Shipping Name: BOLIVAR
Type of Package: Carton
General Remark:
Total Volume(CBM): 6.00
Total Weight: 2400.00

OpenERP will generate the Packing labels on PDF format, It will include all the necessary information for the storage and international logistic process.


Steven prints it and then puts it on the Packages.

Shipping Name: BOLIVAR

SO Number: SO007
Package No: 00000031
Weight: 120.0Kgs
Length: 50.0
Width: 50.0
Height: 120.0
Volume: 0.3

content:
(TC-001)Laminated Floor 1000.0, Unit(s)

General Remarks:



Leaving goods Ready to Deliver

To print the Packing List for the delivery, Steven clicks on the “**Print**” button at the middle of the screen and chooses “**Delivery Slip**” option.

Sales Orders / SO007 / OUT/00010

Edit Create Print More

Deliver Cancel Transfer Delivery Slip Draft Wait

OUT/00010

Customer: Constructora Bolivar
Invoice Control: Not Applicable
Stock Journal: Delivery Orders

Creation Date: 10/28/2014 12:00:00
Scheduled Time: 10/28/2014 12:00:00
Source Document: SO007
Total Pack: 20
Shipping Name: BOLIVAR
Type of Package: Carton
General Remark:
Total Volume(CBM): 6.00
Total Weight: 2400.00

OpenERP will generate the Packing list on PDF format, It will include all the necessary information for the storage and international logistic process.

Steven prints it and then puts it with the rest of documents ready to delivery.



Nexo International Group Co., Ltd.
Unit 15/F, Cheuk-Hing Plaza,
250 Hennessy Road,
Wan Chai District
Hong Kong
Phone: +852 317 57377
Email: info@nexochina.com

Customer Address:
Constructora Bolivar
Shipping Name:
BOLIVAR

Contact Address:
Constructora Bolivar
Type of Package:
Carton

Delivery Order: OUT/00010

Journal	Order(Origin)	Total Packages	Schedule Date	Total CBM	Total Weight
Delivery Orders	SO007	20.00	10/28/2014 12:00:00	6.00	2400.00

Product	Quantity	Pack	Weight	Dimensions(L*W*H)	Volume(CBM)
[TC-001] Laminated Floor	1000 Unit(s)	00000031	120.00	50*50*120	0.30
[TC-001] Laminated Floor	1000 Unit(s)	00000032	120.00	50*50*120	0.30
[TC-001] Laminated Floor	1000 Unit(s)	00000033	120.00	50*50*120	0.30
[TC-001] Laminated Floor	1000 Unit(s)	00000034	120.00	50*50*120	0.30
[TC-001] Laminated Floor	1000 Unit(s)	00000035	120.00	50*50*120	0.30
[TC-001] Laminated Floor	1000 Unit(s)	00000036	120.00	50*50*120	0.30
[TC-001] Laminated Floor	1000 Unit(s)	00000024	120.00	50*50*120	0.30
[TC-001] Laminated Floor	1000 Unit(s)	00000025	120.00	50*50*120	0.30

Packs Traceability

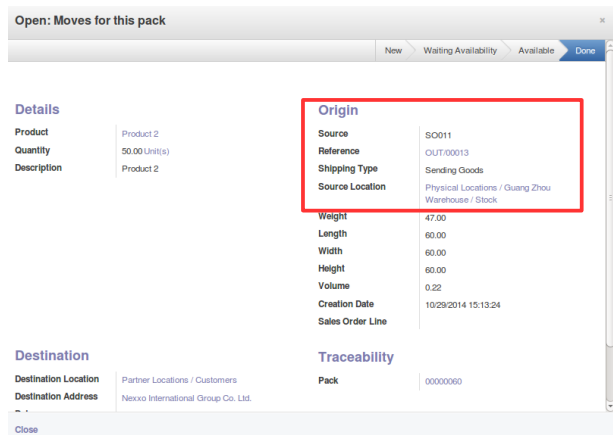
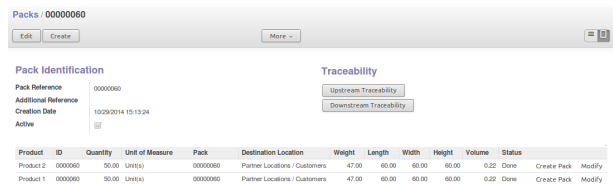
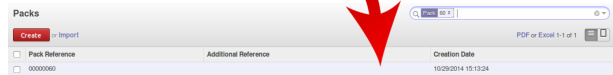
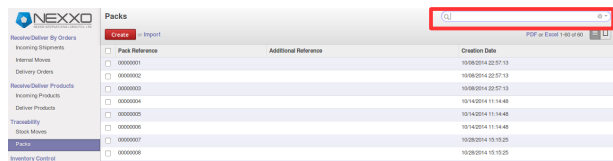
To search by pack number the Ling goes to **Warehouse → Traceability → Packs**

He can use the filter to search by product, even using the barcode reader or writing part of the pack number.

When the search is successful, Ling clicks on the pack line

A new window appear, Now Ling can see the general pack's information including destination, sizes, volume, weight and status, and also the package content products including the quantities by product.

Clicking on the product line a pop-up screen appear, it shows to Ling more specific information as the origin of the goods (Related Sales Order), reference (warehouse document's number) creation date and more usable information at the daily warehouse work.



Using different Views in OpenERP

At the end, just a quick word about the different View buttons in OpenERP. The screenshot below shows the kinds of buttons available. Each button represents a different way of looking at data.



From the warehouse screen, Xiao Ming clicks the List view button to get an overview of several Delivery Orders at a time.

He clicks in **Warehouse → Receiv/Deliver By Orders → Delivery Orders** and clicks the “list view” button

A screenshot of the 'Delivery Orders' list view in OpenERP. It shows a table with columns for Reference, Customer, Source Document, Scheduled Time, Creation Date, Back Order of, Stock Journal, Invoice Control, and Status. The table contains several rows of data, including delivery orders for 'Constructora Boliviar' and 'Grabador S.A.S.'.

Reference	Customer	Source Document	Scheduled Time	Creation Date	Back Order of	Stock Journal	Invoice Control	Status
OUT/00013	Constructora Boliviar	SO011	10/29/2014 12:00:00	10/29/2014 12:00:00		Delivery Orders	Not Applicable	Ready to Deliver
OUT/00012	Constructora Boliviar	SO010	10/29/2014 12:00:00	10/29/2014 12:00:00		Delivery Orders	Not Applicable	Ready to Deliver
OUT/00011	Constructora Boliviar	SO009	10/29/2014 12:00:00	10/29/2014 12:00:00		Delivery Orders	Not Applicable	Ready to Deliver
OUT/00010	Constructora Boliviar	SO007	10/29/2014 12:00:00	10/29/2014 12:00:00		Delivery Orders	Not Applicable	Ready to Deliver
OUT/00009	Constructora Boliviar	PO125	10/29/2014 16:15:12	10/29/2014 16:15:12			Not Applicable	Draft
OUT/00008	Constructora Boliviar	SO005	10/29/2014 16:09:27	10/29/2014 12:00:00		Delivery Orders	Not Applicable	Delivered
OUT/00007	Constructora Boliviar	SO006	10/29/2014 12:00:00	10/29/2014 12:00:00		Delivery Orders	To Be Invoiced	Ready to Deliver
OUT/00006	Constructora Boliviar	SO005	10/29/2014 12:00:00	10/29/2014 12:00:00	OUT/00006	Delivery Orders	Not Applicable	Ready to Deliver
OUT/00003	Grabador S.A.S.	SO003	10/08/2014 12:00:00	10/08/2014 12:00:00		Delivery Orders	Not Applicable	Delivered
OUT/00004	Artefacto Constructores	SO004	10/08/2014 12:00:00	10/08/2014 12:00:00		Delivery Orders	Invoiced	Delivered
OUT/00005	Grabador S.A.S.	SO003	10/14/2014 11:14:48	10/08/2014 12:00:00	OUT/00003	Delivery Orders	Not Applicable	Ready to Deliver
OUT/00002				09/10/2014 21:38:13			Not Applicable	Cancelled

When Xiao Ming wants more information about a specific Delivery Order , he will switch to Form view.

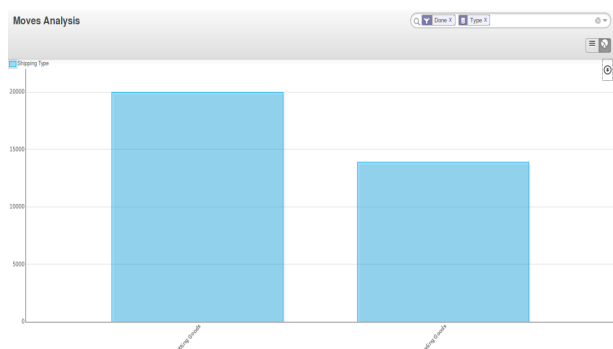
He clicks in **Warehouse → Receiv/Deliver By Orders → Delivery Orders** and clicks the “Form view” button

A screenshot of the 'Delivery Order' form view for 'OUT/00011'. The form displays details for the customer 'Constructora Boliviar', including creation date, scheduled time, source document, and shipping information. Below the form, there is a table showing the products and quantities for this order.

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
[TC-001] Laminated Floor	0000044	1000.00	UNITS	00000044	Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	Available
[TC-001] Laminated Floor	0000045	1000.00	UNITS	00000045	Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	Available
[TC-001] Laminated Floor	0000046	1000.00	UNITS	00000046	Partner Locations / Customers	0.00	0.00	0.00	0.00	0.00	Available

Then Xiao Ming wants to see the Moves in a graphical representation, so he clicks the Graph view button to display a graph with the moves expressed in a bar chart representation (more graph options are available).

He clicks in **Reporting → Warehouse → Moves Analysis** and clicks the “Graph view” button



He could also choose to display the Delivery Orders in Calendar view.

He clicks in **Warehouse → Receiv/Deliver By Orders → Delivery Orders** and clicks the “Calendar View” button

